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MEETING MINUTES

April 26, 2007

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was a full quorum present.

Members Present:

- Chair, R. Mark Lockwood, Idaho Chiefs of Police Association
- Vice Chair, Bruce Allcott, Idaho Fire Chiefs Association
- Bill Bishop, Idaho Bureau of Homeland Security
- Michael Candelaria, United States Dept. of Interior
- Shannon Cluney, Idaho Department of Corrections
- Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Lt. Col. Dean Hagerman, Idaho National Guard
- Jon Heggen, Idaho Dept. of Fish and Game
- Greg Laragan, Idaho Transportation Department
- Shawn Larsen, Association of Idaho Cities
- Stan Passey, Idaho State Police
- Jerry Russell, Idaho State Police
- Col. Bill Shawver for Art Keen, Idaho National Guard
- Joe Young, Idaho Association of Counties

Staff:

- Dodie Collier, Project Manager, SIEC
- Judy Nuxoll, SIEC Assistant

Others Present:

- Ray Gregston, Juvenile Corrections
- Matt Howarth, Motorola
- Nicola Jansen, Ada County Sheriff Office
- Michael Key, Idaho State Police
- Scot Maring, Idaho Dept. of Administration
- Joe Shelton, White Cloud
- Aaron Thomas, Juvenile Corrections
- Kirby Ortiz, Gem State Communications
- Lex Rutter, Public Safety Communications
- Les Shaddock
- Michele Carreras, State Comm.
- Bart Hamilton, Ada County Sheriff Office
- Lorraine Elfering, Canyon County Sheriff Office
- Todd Herrera, Canyon County Sheriff Office 1

- Brad Hufford, Idaho Bureau of Homeland Security

Review & Approve Minutes—Chair Lockwood

There were no corrections to the March meeting minutes.

- **MOTION:** Allcott made a motion to approve the minutes of the March 16, 2007, Statewide Interoperability Executive Council meeting, seconded by Goetz. The motion passed by a unanimous vote.
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SIEC Technical Subcommittee – Bruce Allcott - Chair

Allcott reported that Clark County and Blaine County have submitted their interoperable communication plans to the SIEC for review and approval. A decision is expected before the May SIEC meeting.

SIEC Direction Setting – Vice Chair Allcott

Bruce Allcott, Idaho Fire Chiefs Association, reported on legislative work, two pieces of legislation passed and did become law. HB305 revised statutory language replacing the “Department of Administration” with the “Division of the Military” as it pertains to emergency communications, throughout Idaho Code. The catalyst for change was the moving of Microwave Services to the Military Division. HB334 appropriated \$3M to be used as matching funds for an upcoming Department of Homeland Security grant designated for interoperable communications. These funds are to be used during the period of July 1, 2007 to June 30, 2008 to provide the necessary infrastructure for a phased build-out of statewide interoperable communications system. Any unmatched general funds are to be reverted to the State of Idaho’s General Fund on or before December 31, 2007.

Discussion ensued regarding rules for Federal grants and discussion in the legislature. Communication with the Governor’s staff indicated concern that we not build a system around a single vendor. Allcott stated he was optimistic after discussion with legislators, that SIEC members need to educate all involved as to what SEIC is doing and intends to do. Mayors, commissioners, sheriffs, EMS people, chiefs of police, and fire departments across the state need to be assured that funds are being spent on a statewide system.

Stan Passey, Idaho State Police, stated that agency heads need clarity on where local agencies can connect with the statewide system.

MG Lafrenz has been asked by Gov Otter to present a course of action to streamline state government public safety communications policy. Col Shawver is working with several state departments and agencies to formulate a course of action for presentation to MG Lafrenz. Draft charter language and a preferred course of action should be ready for presentation to the Governor within the next 30 days. A demonstration of IDNG communication systems equipment will take place today at Gowen Field and is scheduled to be taken around the state this summer. The demonstrations will help greatly with outreach and marketing to show the capabilities of these assets.

Lex Rutter, Public Safety Communications Manager, gave an overview of the upcoming Microwave Division move from the Department of Administration to the Military Division, and pointed out the advantages of having *state* systems and SIEC *statewide* systems being brought under one equipment umbrella. He advised against using any commercial grade communication devices.

Outreach Subcommittee - Greg Laragan - Chair

Greg Laragan, Idaho Transportation Department, provided handouts outlining action items gathered from a recent meeting of the SIEC Outreach Subcommittee. He noted the prior development of two “generational” SIEC DVDs, however, continually changing information makes the DVD obsolete as a teaching tool over time. The DVD might still be used to familiarize new players with the SIEC.

He suggested developing and maintaining a more comprehensive email list to distribute a Frequently Asked Questions (FAQ) document to everyone on the mailing list that would include the congressional delegation, state legislators, and city, county, federal and state officials. “Hot sheets” containing the most current information and breaking news would go out on that mailing list. Other ideas include face-to-face forums in 4 regions of the state, forming a commercial advisory council and designating someone to assist the SIEC Program Manager, who would travel throughout the state to meet annually or semi-annually expanding the outreach efforts. Finally, develop a standardized presentation available to any SIEC council member who was asked to talk about interoperability.

Laragan went on to lead a discussion with the Council outlining outreach action items, a few included, reformatting the website and better management of the content, coordinate SIEC outreach with association conferences across the state, the formation of a Commercial Advisory Council comprised of representatives from industry and Idaho radio shops. These representatives would serve as a conduit for information sharing among public safety constituents in their regions.

Cl. Shawver offered his dedicated full time public affairs staff to work on SIEC. He suggested a central location for information to disperse as education. Discussion continued about updating the website, Bishop asked Scot Maring, Idaho Dept. of Administration, to address this issue.

Shawn Larsen, Association of Idaho Cities, suggested the Association of Idaho Cities meetings be used as a regional forum; Allcott asked to integrate with the May 18 meeting in Rexburg. Dia Gainor, Idaho Dept. of Health & Welfare, suggested a table top format be presented at these meetings. David Ferdinand, Canyon County Commissioner, will attend an Interoperability Academy meeting in St. Paul, MN on May 16-20. He will be joined by 72 others from around the county, coming from counties, cities and organizations having to do with interoperability. He sees this as a great opportunity for media contact with newsworthy information, and talked about a video for the website or the late news on TV.

Discussion continued regarding the production of a DVD to be ready by this fall, Bill Bishop asked that we cease distributing the current DVD.

Action Item: *Allcott asked that 4-6 questions be emailed to Collier to be addressed by the SIEC.* Shawver suggested the questions that can not be answered by SIEC should be consolidated and given to the Military Division for discussion.

Discussion ensued about an earmark strategy. Larsen, Co-Chair of the SIEC Funding Subcommittee, agreed to become chair and lead the funding subcommittee. Cl. Russell talked about a strategic plan, then a business plan to gain structure and focus to move forward. Plans will be further developed and brought back to the council.

Development of Statewide Plan – Dodie Collier, Project Manager

Collier gave an overview on plan drafting currently underway to meet the Department of Homeland Security’s (DHS) December 2007 deadline. The *Idaho Statewide Interoperable Communications Plan* will provide DHS the basis for future funding requests submitted annually by the Idaho Bureau of Homeland Security (BHS). The SIEC will supplement the statewide plan with information contained in approved county plans, the BHS state strategy, and other pertinent documents.

SIEC By-Laws – Discussion – Mark Lockwood – Chair

This discussion was tabled until the May meeting.

Other Business

Les Shadduck, Private Consultant, spoke on his work to update the I-C-A-WIN document, which had not been done since 2005. His changes included recommendations and changes in verbiage. One recommendation made by Shadduck for the council's consideration was to sole source upcoming statewide interoperable communications work in Idaho. Bishop commented on sole source sensitivity within the state. Bishop requested a motion for the record.

MOTION: Allcott motioned that the SIEC will not be using the sole provider method and will proceed with release of the Operational Needs and Technical Resources Assessment Request for Proposal (RFP); seconded by Goetz. The motion passed unanimously.

The SIEC will be on the agenda at the Idaho Association of Counties meeting June 5 2007 in Pocatello, and at the Association of Idaho Cities conference June 14 2007 in Coeur d'Alene.

Planning for the next meeting and Adjournment—Chair Lockwood

The next SIEC meeting will be held on Thursday, May 24, 2007

MOTION: Larsen made a motion to adjourn, seconded by Laragan. The motion passed by a unanimous vote.

The general meeting adjourned. Council members and guests proceeded across base to witness an interoperable communications demonstration by the Idaho National Guard. The demonstration concluded at 3PM.